



Minutes of the NOAA Small Boat Safety Board Meeting October 30, 2006 Via Teleconference



Minutes of Small Boat Safety Board (SBSB) Meeting

Date: Monday, October 30th, 2006

Time: 13.00 (ET)

Board members present:

- Mark Miller (SBSPC)
- Dennis Thaute, OLE
- Wayne Hoggard, NMFS (SE Region)
- Dana Wilkes, NOS
- Dennis Donahue, OAR
- Chad Yoshinaga, NMFS (PI Region)

Subject Matter Experts:

- Dirk Taylor
- Derek Sutton
- Dan Price

Contractors present:

- Nico Corbijn, BMT Designers & Planners, Inc. PM

Agenda Items discussed:

1. Minutes of meeting held on Thursday, October 12 were approved. They can be distributed and posted to the Small Boat Safety Program website.
2. Final review of the PFD policy review version "S" dated 10-25-2006.
 - *Version "S" of the Personal Flotation Devices policy was discussed. Comments made by subject matter experts Derek Sutton and Dirk Taylor were discussed and included in the new revision.*
 - *It was decided to remove specific definitions for each PFD Type from the policy, and provide a reference to the relevant chapter in 46 CFR.*
 - *Version "T" was distributed for review and return to Mark Miller by November 3, 2006. This version is considered for approval by the Board and submission to NMAO.*
3. General report from the Small Boat Safety Program Coordinator on document status.

Lt. G. Mark Miller reported that the following documents are pending review by NMAO (Paul Parsons). These documents are:

- *Small Boat Safety Board charter (presented August 22, 2006)*
- *NAO 209-XXX (presented August 24, 2006)*
- *Inspection Criteria Requirements for Small Boat (including Checklists) (presented August 24, 2006)*

He also reported that some recent activity at NMAO seemed to indicate that progress was forthcoming.



Minutes of the NOAA Small Boat Safety Board Meeting

October 30, 2006

Via Teleconference



4. Progress on NOAA Small Boat Training Course

Chad Yoshinaga reported that he and Pat Patana were finalizing the Team Coordination Training and Risk Assessment sections of the NOAA component for the Small Boat Operator training course. He indicated that the training presentation should be completed and ready for review by the board during the November SBSB meeting in New Orleans.

Approval of the NAO 209-XXX is paramount to finalizing and implementing the new training course, since the present NAO 217-103 does not require the enhanced level of necessary training.

5. Preparation for the NOAA Small Boat Policy Workshop/Meeting in New Orleans (11/29 – 12/01/06)

The SBSB decided to meet in New Orleans to review the NOAA Small Boat Policy concurrent with the annual Workboat Show. All members were encouraged to review the current first draft of the NSBP, and Nico Corbijn will create and verify a list of references in the new NAO 209-XXX to the NSBP.

6. From the Desk of the Small Boat Safety Program Coordinator

Lt. G. Mark Miller did not report any additional, pending, or outstanding items.

7. Review and update of Plan of Action and Milestones.

The POA&M was reviewed and updated.

8. Set time and date for next SBSB meeting.

A tentative meeting schedule is being prepared for the SBSB meeting in New Orleans starting on Wednesday, November 29th until December 1st.



Minutes of the NOAA Small Boat Safety Board Meeting October 30, 2006 Via Teleconference



Small Boat Safety Program Plan of Actions and Milestones (UPDATED: November 1, 2006)			
Actions	Milestones	Due Dates	Responsible
NAO 209-XXX Completed: 90%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to NMAO (Paul Parsons)	03/31/2006 – Done	Voting members of SBSB Nico Corbijn
	SBSB revisit of final version and return to NMAO (Paul Parsons)	08/16/2006 - Done	SBSB
	NAO final review		NMAO (Paul Parsons)
Personal Flotation Devices Policy Completed: 90%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to NMAO (Paul Parsons)	03/31/2006 - Done	Voting members of SBSB Nico Corbijn
	NMAO (Paul Parsons) / Policy board review	07/01/2006 - Done	NMAO (Paul Parsons)
	SBSB Review and return with comments	11/03/2006 – In progress	SBSB
	Policy final review		NMAO (Paul Parsons)
NOAA Small Boat Policy (NSBP) Completed: 30%	Completion of first draft		SBSB Committees Nico Corbijn
	Review NSBP references in NAO 209-XXX	11/29/2006	Nico Corbijn
	Review of policy Set strategy to complete NSBP	11/29/2006	Line Offices/LOSBOS
Operational Risk Assessment (ORA) Completed: 95%	Draft version of ORA Form presented to SBSB	04/28/2006 - Done	Wayne Hoggard
	ORA Form Review by SBSB	05/5/2006 - Done	SBSB / SBSPC
	Field testing of ORA Form and instructional documentation	07/7/2006 - Done	Line Offices
	Field testing results of ORA Form reviewed by SBSB	08/01/2006 - Done	SBSB / SBSPC



Minutes of the NOAA Small Boat Safety Board Meeting

October 30, 2006

Via Teleconference



Small Boat Safety Program Plan of Actions and Milestones (UPDATED: November 1, 2006)

Actions	Milestones	Due Dates	Responsible
	Final version of ORA Form promulgated to SB Fleet for implementation	Awaiting approval of SBSB Charter	SBSB
Operator Training Course Completed: 50%	Provide content for USCG Aux. Boating Skills & Seamanship (BS&S) Course to Pat Patana and Nico Corbijn	03/24/2006 – Done	John Shanahan Jack Burks
	Provide instructor and content for Team Coordination Training (TCT) course to Pat Patana and Nico Corbijn	03/24//2006 – Done	Doug Schleiger
	Provide list of Line Office Participants to Paul Parsons, Mark Miller, Jack Burks and Nico Corbijn	3/31/2006 – Done	Line Office SBSB members
	Review and Publish Course Content	4/14/2006 - Done	Pat Patana, Mark Miller, Jack Burks Nico Corbijn
	Training Operator Course	4/24 – 4/28/2006 – Done	Pat Patana, Jack Burks, John Shanahan
	Law Enforcement PQS standards distribution	5/11/2006 – Done	SBSPC Dennis Thaute
	OLE PQS review to SBSPC	7/06/06	SBSB
	Submit NOAA component for review by SBSB	11/29/06	Chad Yoshinaga Pat Patana
	Review NOAA component	11/29 – 11/30/06	SBSB
	Finalize NOAA component	Awaiting funding	SBSB
	Implement part 1 and 2 of Small Boat Operator training curriculum	Awaiting funding	SBSPC
	Draft PQS (part 3) minimum standards requirements (including examples)	02/2007	SBSB
Small Boat Website Completed: 15%	Temporarily Disable Access to Website	Cancelled	Paul Parsons
	Website reviewed	6/01/2006 – In Progress	SBSB / SBSPC
	Website updated	7/13/06 – No progress	Dan Price



Minutes of the NOAA Small Boat Safety Board Meeting October 30, 2006 Via Teleconference



Small Boat Safety Program Plan of Actions and Milestones (UPDATED: November 1, 2006)			
Actions	Milestones	Due Dates	Responsible
	Monthly update to Website	No progress	SBSPC
	Web integrated database, float plan, and accident reporting system	Awaiting funding – summer 2007	SBSPC
Small Boat Inspection Report (SECO) Continuous	Monthly updates provided to SBSPC	1 st of the month	Line Offices
Small Boat Inventory Completed: 80%	Initial Fleetwide Update	6/1/2006	SBSPC
	Quarterly Updates	1 st day of the quarter (Jan./Apr./Jul./Oct.)	SBSPC